



Applying for a Downtown Historic Overlay District “Certificate of Appropriateness”

The purpose of the downtown historic overlay district (DHOD) is to encourage rehabilitation of existing historic buildings and promote compatible design for new construction which will create a cohesive physical image and will be compatible with surrounding residential and commercial areas.

Overview:

The Murray City General Plan recommends the consideration of a historic district designation to preserve historic buildings, downtown character, urban design and the appearance of the downtown historic area. Items discussed in the plan include streetscapes, compatibility of land uses, the need for buffers and transition areas, development of downtown economic niches, new business opportunities and parking.

In some situations where the land use is listed as a conditional use it will be necessary to also apply for a Conditional Use Permit. For more information on Conditional Use Permits, please see the form for **Applying for a Conditional Use Permit**.

Certificate of Appropriateness Required.

A Certificate of Appropriateness is required for any exterior alterations, additions, new construction or site work for all buildings within the DHOD. A Certificate of Appropriateness is a prerequisite requirement to the issuance of a building permit or other required permits. The “certificate” will be issued by the Planning Commission which is an indication that the proposed work to be accomplished meets the DHOD regulations. Any permits not issued in compliance with the code will be invalid. All work performed shall conform to the requirements of the certificate.

DHOD Boundaries:

The Downtown Historic Overlay District is the area bounded by Brown Street, Center Street, and Jones Court on the east; Little Cottonwood Street on the south; Regal Street, McHenry Street and the property at 4735 South Street and State Street on the north; and Box Elder Street between 4800 South and Vine Street and going west 200 feet from the west side of State Street between Regal Street to 4800 South and between Vine Street to Little Cottonwood Creek on the west (see map). The Downtown Historic District is composed of two areas:

- Area 1 - Core Area - This area possesses a cultural, political and social character of local significance and provides a sense of time and place unique to the origins of the City.

- Area 2 - Transition Area - The purpose of this area is to ensure that the general appearance of buildings, signs and the development of land create a cohesive physical image which does not impair or detract from the historic character and appearance of Area 1.

Submittal Deadline:

The DHOD application for major alterations and new construction must be reviewed by both the (1) Design Review Committee and the (2) Planning Commission.

1. Applications for major alterations and new construction for a DHOD project must first be submitted to Mary Ann Kirk, Parks & Recreation Department (264-2638), 330 East Vine Street, by the 14th day of the month by 12.00 noon, for consideration by the Design Review Committee.
2. Application for a DHOD project must also be submitted to the Murray City Community Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the Planning Commission. Incomplete applications may delay processing of the application and subsequent scheduling before the planning commission.

Meeting Dates:

Who?	Planning Commission	Design Review Committee
When?	1 st & 3 rd Thursday of each month at 6:30 p.m.	Last Thursday of each month at 5:30 p.m.
Where?	City Hall at 5025 South State Street	330 E. Vine St., office located in Murray Park.

Application Requirements:

Step 1. Initial Contact. Meet with a Murray City staff planner to discuss project proposals and to become informed about the following documents:

- ☐ DHOD ordinance regulations;
- ☐ DHOD building designations;
- ☐ DHOD design guidelines;
- ☐ DHOD certificate of appropriateness.

Step 2. Review Design Guidelines. Review carefully the design guidelines when preparing your plans to make sure they are in compliance. Design compliance will be critical to your success in receiving City approval. Prepare application materials needed to illustrate the project.

Step 3: Major or Minor Alternations. Determine if the application is for a major or minor alteration as described below:

1. Major alteration and new construction means the physical modification to a

- building that involves the entire building or has a substantial visual impact on the building or surroundings. Examples of major alteration includes overall building design, exterior facades, site landscaping and parking.
2. Minor alterations means the physical modification that is limited in scope or has a minor visual impact in relation to the total building. Examples include light and other appurtenant fixtures, signs, awnings, and minor work.
 3. If minor, submit application for review and approval by administrative staff.

Step 4. Submit Application to the Design Review Committee: In order for the Design Review Committee to review the project, the owner must provide sufficient documentation to understand the project in its entirety. This may include the following:

- ☐ Completed DHOD application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- ☐ Site plans drawn to scale
- ☐ Floor plans drawn to scale;
- ☐ Elevation drawings to scale;
- ☐ Photographs;
- ☐ Specification documents, etc., as needed.

Step 5. Attend the Design Review Committee Meeting. Meet with the Design Review Committee for their approval/recommendation to the Planning Commission.

Step 6. Make Changes to Plans. Make any necessary changes to the plans to reflect the intent on the design guidelines as determined by the Design Review Committee. Committee minutes and the record of decision will then be forwarded to the Community Development office.

Step 7. Submit Application to the Planning Department. Submit application information as required below. Planning staff will review the information for completeness and compliance with the Design Review Committee recommendations.

- ☐ Completed DHOD application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
 - ☐ Three (3) copies of a legible site plan proposal. The site plan should include the following information:
 - ☐ Include the project name and exact street address.

- Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
 - Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
 - Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
 - Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
 - Three (3) copies of floor plans. Include both existing and proposed floor plans. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
 - Three (3) copies of building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Show building and material colors. Indicate the scale (i.e. 1/8"-1', 1/4"=1', etc.) used on the elevation.
 - Three (3) copies of a preliminary landscape plan. These must include:
 - Areas to be planted in lawn;
 - Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;
 - Areas to be planted in shrubs;
 - Areas to be planted as flower beds or with living ground covers;
 - Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
 - Ten (10) feet of landscaping is required along all frontage areas not occupied by drive access.
 - Submit one (1) reduced 8 ½ x 11 inch copy of all development plans.
- *All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

Step 8. Attend the Planning Review Meeting. The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

Step 9. Attend Planning Commission Meeting. The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and

other interested parties. An application may be “tabled” or “continued” if the Planning Commission needs additional information or time to consider the application. The Planning Commission will then make a motion to approve or deny the request.

Appeal of Decision.

Anyone aggrieved with a decision of the Planning Commission or administrative staff may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an effected resident, or even the City itself. Appeals must be in writing and received by the Community Development Department within thirty (30) days of the decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

DOWNTOWN HISTORIC OVERLAY DISTRICT APPLICATION

Type of Application (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Minor Alteration | <input type="checkbox"/> Contributing Building |
| <input type="checkbox"/> Major Alteration | <input type="checkbox"/> Non-contribution Building |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Demolition | |

Subject Property Address: _____

Parcel Identification (Sidwell) Number: _____

Parcel Area: _____ Current Use: _____

Floor Area: _____ Zoning Classification: _____

Applicant Name: _____

Mailing Address: _____

City, State, ZIP: _____

Daytime Phone #: _____ Fax #: _____

Business Name (If applicable): _____

Property Owner's Name (If different): _____

Property Owner's Mailing Address: _____

City, State, Zip: _____

Daytime Phone #: _____ Fax #: _____

Describe your request in detail (use additional page if necessary): _____

Authorized Signature: _____ Date: _____

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at

_____, in Murray City, Utah, do hereby appoint

_____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

_____ to appear on my (our) behalf before any City board or commission considering this application.

Owner's Signature

Owner's Signature (co-owner if any)

On the _____ day of _____, 20_____, personally appeared before me

_____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public

Residing in _____

My commission expires: _____